



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Pat Holden  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **Transport and Highways Committee** of the Leigh-on-Sea Town Council will take place on **Wednesday 16<sup>th</sup> November 2011** at Leigh-on-Sea Town Council, 67 Elm Road, Leigh-on-Sea commencing at 8.00pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. TO APPROVE THE MINUTES OF THE MEETING OF 19<sup>th</sup> October 2011
5. ITEMS FOR DISCUSSION
  - a) Replacement of Bus Shelter in Leigh Road – Insurance Claim Update
  - b) Replacement of Panels in existing shelters – Prioritise
6. UPDATES ON OUTSTANDING ISSUES (Appendix 1)
7. BUDGET 2011/12 – Report 1969/TH – 8<sup>th</sup> November 2011 (Appendix 2)
8. BUDGET – TRANSPORT & HIGHWAYS for 2012/13 (Appendix 3)

Paul Beckerson  
Town Clerk  
10<sup>th</sup> November 2011

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS  
TRANSPORT AND HIGHWAYS COMMITTEE**

<b>Date of committee</b>	<b>Minute No. and Subject</b>	<b>Action Required</b>	<b>Date actioned and by whom</b>	<b>10 working day deadline</b>	<b>Response Received</b>	<b>Date of report to committee</b>
16/03/11	59a & 59f RTO Objection	Letter to SBC (Cheryl Hindle) Meeting 09/06/11 (Recommended Not to proceed)	25/03/11 PB 09/06/11 PB	08/04/11 19/06/11	28/3/11	15/06/11
16/03/11	59c Build out at Salisbury Road	Letter to SBC (email Andrew Meddle) Reminder email AM Reminder email AM copy to RT AM has passed to others to reply AM reminder email	28/03/11 PB 21/04/11 PB 09/06/11 PB 12/06/11 AM 24/10/11 PB	11/04/11 16/05/11 19/06/11 28/06/11 03/11/11	24/10/11	17/11/11
16/03/11	59e Reply to SBC (CM to draft)	Letter to SBC	21/03/11 PB	04/04/11	21/04/11	20/04/11
16/03/11	59g Reply to Lloyd Muse	Letter outlining decision	25/03/11 PB	N/A	N/A	
16/03/11	59h Replace damaged panel (MD)	Place order with Mayfield (Email) ((28/03/11) £228)	25/03/11 PB	08/04/11	28/03/11	20/04/11
16/03/11	59i Request removal of Bus Shelter	Letter to complainant	25/03/11 PB	N/A	N/A	
16/03/11	59k High St Traffic calming	Email to SBC – Objection Peter Holmes (Objection withdrawn 28/03/11)	16/03/11 PB	30/03/11	21/03/11	20/04/11
20/04/11	66a Guidelines for Sponsorship	Email to Andrew Meddle Reminder email copy to RT AM has passed to others to reply AM reminder email	21/04/11 PB 09/06/11 PB 12/06/11 AM 24/10/11 PB	16/05/11 19/06/11 28/06/11 03/11/11		
20/04/11	66a Costing for the provision of bins	Email to Andrew Meddle Reminder email copy to RT AM has passed to others to reply AM reminder email	21/04/11 PB 09/06/11 PB 12/06/11 AM 24/10/11 PB	16/05/11 19/06/11 28/06/11 03/11/11		

Date of committee	Minute No. and Subject	Action Required	Date actioned and by whom	10 working day deadline	Response Received	Date of report to committee
20/04/11	66e Bollards used for enforcement	Email to Andrew Meddle Reminder email copy to RT AM has passed to others to reply AM reminder email	21/04/11 PB 06/06/11 PB 12/06/11 AM 24/10/11 PB	16/05/11 19/06/11 28/06/11 03/11/11		
15/06/11	7c Moving bus shelters	Conversation with Graeme Newman Follow up email copy to AM	20/06/11 PB 22/06/11 PB	30/06/11 01/07/11	28/06/11 08/08/11	21/07/11
15/06/11	7h Letter to R N Mace	Letter sent	21/06/11 PB	N/A		
20/07/11	14(a) Parking Belfairs Drive	Letter to Royal Mail, Initial Email to Sorting Office Manager Chase up email sent AM Reply Front Highway Land	26/07/11 PB 24/10/11 PB	04/08/11 04/11/11	24/10/11 24/10/11	17/11/11 17/11/11
20/07/11	14(a) Parking Lymington Ave	Letter DOT Traffic Division	26/07/11 PB	N/A	26/07/11	
20/07/11	14(a)(b) Parking Order	Email to Brenda Frost SBC	26/07/11 PB	04/08/11	26/07/11	
20/07/11	14(b) Bins	Write to SBC with offer etc. Emailed Paul Terry Reply saying position outside cemetery not acceptable Email to Ian Brown re: placement inside cemetery IB copied to Gary Green	09/08/11 PB 24/10/11 PB 24/10/11 IB	19/08/11 03/11/11 03/11/11	09/08/11 07/10/11	
20/07/11	14(c) Shelter Move	Estimates for panels from Manufacturer £245 + £295 fitting	24/10/11 PB	03/11/11	24/10/11	17/11/11
20/07/11	14(c) Metal Post Paving	SBC to report	26/07/11 AE	N/A		
19/10/11	20(a) Damaged Bus Shelter	Claim to WPS Chased up in the absence of AE WPS had not received estimate Insurance go ahead with work	06/10/11 AE 24/10/11 PB 24/10/11 PB	26/10/11 03/11/11 03/11/11	24/10/11 28/10/11	19/10/11 17/11/11

Heading	B/F 2010/11	Income	Expenditure	Spend to Date	Balance	% Spent	Due
School Crossing Patrols		0	8,500	0.00	8,500	0.00	4300
Bus Shelter Cleaning/Maintenance		0	5,000	871.30	4,129	17.43	
New Bus shelters		0	0	0.00	0		
Highways Improvements		0	1,000	0.00	1,000	0.00	
Bollards		0	250	0.00	250	0.00	
Seats and bins / P'Box	1000	0	750	300.00	1,450	40.00	
<b>Total</b>			<b>15,500</b>	<b>1,171.30</b>	<b>15,329</b>	<b>7.56</b>	

**Transport & Highways**

600/0	Safer Journeys to Schools	
610/0	Bus Shelters Maintenance	871.3
615/0	New Bus Shelters	
620/0	Highway Improvements	
630/0	Road Safety Measures	
640/0	Seats and Bins	
650/0	Red Telephone Box	300

Sheet 3

T & H Budget 2nd Draft 2012/13

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	5,000
New Bus shelters	0	2,500
Highways Improvements	0	2,500
Bollards	0	250
Phone Box	0	300
<b>Total</b>		<b>15,050</b>